

Finance Committee Special Meeting
Minutes of the September 28, 2016

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 4:00 p.m. on Wednesday, September 28, 2016 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Benter, and Fink.

Also present: County Board Chairman Russ Kottke, Supervisors: MaryAnn Miller, Donna Maly, Stephanie Justmann, Becky Glewen, Lisa Derr, and Dennis Schmidt, Mielke, Kolp, Becky Bell, Ken Kamps, Patti Hilker, John Veling, Sarah Eske, Karen Gibson, Chris Planasch, Lifke and Watertown Daily Times reporter Ed Zagorski.

Julie Kolp, Finance Director certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Jim Mielke, County Administrator appeared to present County Board's budget. According to Mielke, County Board will have a \$6,099 decrease primarily due to fewer meetings and decreased meeting pay. Membership dues and National Association of Counties is expected to remain constant. East Wisconsin Counties Railroad Consortium will remain at \$25,000.

Mielke continued with County Administrator budget. Administrator budget will have a slight decrease of \$5,017. This department continues to cost share with the County Clerk's office for 208 hours of the current part-time Deputy Clerk position. A full-time Administrative Secretary remains vacant and unfunded. Business Unit (BU) 808 – WMMIC Liability Insurance is proposing a change in retention from \$100,000 to \$150,000 but nothing has been established at this point. Claims remain constant.

Mielke discussed the Library's budget. According to Mielke, Counties are statutorily required to reimburse libraries 70% of cost. Last year it was decided to annually increase the reimbursement to Dodge County libraries in 5% increments until 100% reimbursement is achieved. Many neighboring counties are currently reimbursing at 100%. For 2017, 80% reimbursement is proposed. Libraries are required to submit annual reports to Wisconsin Department of Public Instruction (DPI). This information is used for reimbursements. Dodge County is also required to reimburse adjacent libraries for Dodge County resident usage. Adjacent counties get reimbursed 70%.

Mielke addressed Debt Service. Change for 2017 is addition of Neosho Highway Facility. Interest will be paid by Highway operations and principle will be paid by County Sales and Use Tax. Kolp noted the Neosho Highway is a borrowing from the General Fund and isn't considered Debt Service under accounting definitions. Even though it appears in the Debt Service narrative, it won't be part of Debt Service reporting. Mielke noted the final payment of the 2012 Debt Service for Human Service and Health and Clearview North will be in 2017.

Sarah Eske, Human Resource Director appeared to present Human Resources budgets. BU 901 – Human Resources increases include \$1,500 for implementation of the Ethical Advocate Hotline, \$2,000 resulting from the removal of non-union Sheriff Office employees from BU 921 – Civil Service Commission, and \$8,000 for increased usage of newspaper advertising for job openings. BU 913 – Health Insurance budget increased mostly due to wages and benefits. In 2014, the first phase of a benefit consulting service was initiated to perform a health insurance benefit analysis. It was completed in 2015 for a total cost of \$8,300. In the beginning of 2017, it will be decided if Phase 2 of the health insurance benefit analysis will be initiated. The \$25,900 cost is covered by a fund balance transfer. BU 915 – Dental Insurance is a

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zero levy business unit. BU 921 – Civil Service Commission levy amount will decrease with removal of non-union Sheriff Office employee testing. Overall budget reduced \$23,851 for 2017.

Julie Kolp, Finance Director appeared to present Finance's budget. BU 1301 – Finance has increased \$72,697 due to full year staffing of a Project Assistant and Senior Accountant position and reclassification of an Administrative Assistant position to Payroll Coordinator. New for 2016 and 2017, the Payroll Coordinator will be attending offsite training to keep updated with Kronos payroll. Offsite training is less expensive than having Kronos come on site to conduct. Kronos covers cost of training. The county is responsible for travel and lodging.

- BU 1305 – Independent Auditing increase as part of normal annual increase. The Independent Auditor contract will be expiring in 2017 and the Finance Committee has requested a new contract proposal from Johnson^Block.
- BU 1325 – Donations – Clearview Amenities and BU 1326 – Jail Improvements are non-lapsing accounts and normally a zero budget impact. In 2016 Clearview identified money held in a balance sheet account in Fund 645 and requested to move the funds to BU 1325. This resulted in excess revenues in 2016 which will be transferred to the BU 1325 Fund Balance. BU 1326 receives revenues which are statutorily required to be spent for repair or jail improvements of county jails. In 2017, it's anticipated to receive more revenues than will be expended so funds will be added to BU 1326 Fund Balance.
- BU 1337 – PECFA Hwy and Airport Sites is for the old Mayville highway shop. Cost to maintain the site are covered by the Petroleum Environmental Cleanup Fund Award (PECFA). Highway manages this activity and it's a zero levy business unit.
- BU 1340 – County Patient – Other Institutions covers Dodge County resident treatment at Wisconsin county mental hospitals or treatment facilities. This has increased \$2,491 for 2017. This business unit also covers work performed for Dodge County by Clearview IID (Individuals with Intellectual Disabilities) program. This amount will stay constant for 2017.
- BU 1390 – Contingent Appropriation was increased from \$150,000 to \$225,000 for 2017. Mielke added that based on current contingent appropriation needs in 2016 and conservative budgeting for 2017, an increase of contingent appropriations is anticipated. Overall change for the Finance Department is \$151,078.

Patti Hilker, Treasurer appeared to present Treasurer's budget. BU 1401 – Treasurer is the operations business unit. The main change to this business unit is replacing a retired employee with single health insurance coverage to an employee with family coverage. The wage for the replaced employee is the same but insurance benefits have increased. For this business unit, mail has decreased with the new tax receipting system process. Tax receipts are no longer mailed to tax payers, however, Hilker is considering implementing a second installment mailers in June as a reminder. This may offset the savings.

- BU 1415 – In Rem Property Expense captures the cost associated with taking properties and selling them as foreclosure. It's becoming more costly for the county to take property. Foreclosure costs are increasing including title search cost and according to Hilker, revenues from the sale are unpredictable.
- BU 1416 – Tax Deed Property Rental and BU 1446 – MetalFab Site Cleanup are no longer needed. MetalFab was sold in 2015.

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- BU 1419 – Prior Year Property Taxes captures payments made to municipalities for assessors' errors, personal property chargeback, illegal taxes, etc. Taxes collected from municipalities as a result of assessors' errors get sent back to the municipalities.
- BU 1448 – Monarch Property Site Cleanup is used for maintaining the Monarch properties and recording expenditures related to Wisconsin Department of Natural Resources (WDNR) environmental compliance. Lawn mowing and snow removal are the only maintenance work being performed at this time. At this point, the property isn't for sale and maintenance will continue in 2017. There was no activity in 2016 so 2016 Levy will be carried forward to 2017. Mielke comment on the growing involvement with WDNR regarding polychlorinated biphenyl (PCB) on this property. WDNR's required cleanup costs continue to rise with no certainty that the site will be safe for public use according to WDNR standards. As long as the lot is kept as is, further cleanup won't be necessary. Sale of this property currently isn't being considered.
- BU 1491 – Taxes, Taxes Interest & Penalties records tax collections including forest crop tax, sales tax, interest and penalties, value use, TID (Tax Incremental Districts) dissolution etc. Hilker is anticipated higher interest rates for 2017. According to Hilker, interest and penalties are down due to a change in how the banking industry is handling mortgages with escrows built into payments. Mortgagers are held more accountable.
- BU 1492 – County Aid – Shared Revenues are expected to remain about the same. Computer aids are recorded in this business unit and may change slightly.
- BU 1493 - Investment earnings fluctuates throughout the year but are anticipated to increase overall. According to Kolp, the county doesn't budget for gains or losses but it is accounted for in year-end actuals. BU 1494 – Other General Revenues/Expenditures is anticipated to have increased excess revenues.

Chris Planasch, Register of Deeds appeared to present Register of Deeds' budget. Planasch's department operates on fees collected for record recording services. BU 1001 – Register of Deeds is the operations business unit. It captures revenue fees for real estate recording, transfer tax, document copies and vital records. According to Planasch, revenues are flattening out and a change isn't anticipated for 2017. BU 1001 is a revenue producing business unit and usually helps reduce the overall county levy request. Expenses for this business unit increased for wages and benefits due to compensation study increase. Office Supplies increased to replace two heavily used embossers. Computer maintenance agreements and mail is expected to decrease. Mail decreased due to electronic transmission of forms.

BU 1002 – Register of Deeds – Redaction is a non-lapsing business unit set up for retained redaction fees collected from 2010 - 2014. The fees are used to cover costs related to redacting social security number on electronic records that are viewable on internet and related projects. The last phase of redaction will be completed in 2017. The increase for this business unit is to purchase a LandScan module which will read and auto-index records.

Karen Gibson, County Clerk presented County Clerk's budget. Changes for the County Clerk's budget include:

- BU 1201 – County Clerk decreased because the Chief Deputy Clerk chose not to take the county's health insurance. The County Proceedings book is printed in-house and printing costs will also be lower in 2017.
- BU 1204 – Elections are down because there's only 2 scheduled elections for 2017.

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- BU 1217 – Maps and Plat Books is up due to production of new maps in 2017. A new Plat Book is anticipated to be released November 2016.
- BU 1262 – Historical Societies is for statutory required payments to historical societies. No change is anticipated.

John Veling, Director of Central Services appeared to present Central Services' budget. Central Services is a non-levy department for reproduction and binding (BU 1501) and mail (BU 1505) services. According to Veling, 60% of his department's time is for reproduction and binding with the remaining in mail services. Services are billed out to specific departments and is treated as intragovernmental revenues for the Central Services department. Copying services are also provided to outside tax exempt vendors such as public prosecutors, municipalities, etc. Copying is anticipated to be up slightly in 2017.

Mail service is the other part of Central Services' budget. It includes morning mail pickup from the post office with sorting and delivery of mail to county departments. In the afternoon outgoing mail is picked up from departments, stamped and taken to the post office. There's a decrease in vehicle expenditures due to the loss of the mail vehicle. Central Services is sharing a vehicle with the maintenance department and no longer has vehicle repair and maintenance in the Central Service budget. Postage meter maintenance fee is increasing so overall expenditures increased slightly.

Ken Kamps, Division Manager of Fiscal Support appeared to present Human Services and Health's (HSH) budget. According to Kamps, HSH consists of 5 departments with multiple programs within. Kamps highlighted changes in levy request by departments and underlying business units. They are as follows:

Department 40 – Public Health

- BU 4005 – Bioterrorism Health has decreased grant revenue and increased expenditures. Overall this business unit's levy request increased \$19,740. Kamps added that some activities performed by this department are coordinated with Emergency Management.
- BU 4047 – Women, Infants and Children (WIC) program will experience decreased grant money. According to Kamps, grant amounts can change based on prior year's case load. Levy change for this business unit is \$7,411.
- The overall increase to Public Health's levy request is \$16,060. Kamps added that savings in other departments will help offset some of this increase.

Department 48 – Clinical Services

- BU 4804 – Community Support will decrease \$108,273 due to anticipated increase in State Medicaid revenue and decreased wage and benefit costs.
- BU 4807 – Comprehensive Community Services (CCS) is anticipated to have a \$120,795 decrease in levy request partially due to Medicaid cost revenue and partially due to changes in other reimbursement costs. Program expenditures are increasing but additional revenues are expected to exceed the additional costs.
- BU 4812 – Mental Health Inpatient Institutional is anticipated to decrease \$41,000 as a result of increased monitoring of placement cost, decreasing lengths of stays and less costly placements. These are Winnebago and Mendota placements.
- BU 4822 – Developmentally Disabled Community Based Residential Facility \$143,000 decrease is from a placement at the Northern Wisconsin Center that will be ending in early

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2017 and additional placements are not anticipated. Placement at this facility are \$15,000 - \$16,000 per day.

- BU 4842 – Chemical Dependency Community Based Residential Facility is anticipated to have increased placements in 2017 so levy request has increased \$48,000. Anticipated increased is based on increased placement numbers in 2015 and 2016.
- BU 4851 – Medical Records \$62,748 increase is wages and benefits for a new intake position.
- Overall decrease for Clinical Services is \$207,752.

Department 50 – Social Services

- BU 5004 – Children's Sheltered Care is anticipated to increase \$100,412 for increased children's shelter care placement. According to Kamps, these placements have been increasing for the past year and a half due to more children being removed from homes. Kamps stated the department is closely monitoring the potential of less costly placements.
- BU 5008 – Foster Home Care is increasing \$140,500 due to increased cost for foster home care placements.
- BU 5019 – Electronic Monitoring is decreasing \$29,311 due to decreased cost for this service in 2016.
- BU 5035 – Aging and Disability Resource Center is decreasing \$60,136 primarily due to additional grant revenue and federal matching funds. Wage and benefit expenditures increased but additional revenues have offset it.
- Overall, Social Services is requesting a \$138,243 levy increase.

Department 56 – Aging and Disability Resource Center (ADRC)

- Public Aging has minor changes in revenues and expenditures causing a decreased levy request of \$1,151. Some of the revenues and expenditures previously captured in this department have been transferred to BU 5035.

Department 57 – Senior Dining /Nutrition

- BU 5732 – Congregate Meals is decreasing \$23,606 due to increased revenues. According to Kamps, aging funds are more flexible for program use and consequently are used to supplement meal program cost.

Next special meeting is scheduled for Thursday, September 29, 2016 at 4:00 p.m. in the County Board Room on the 4th floor of the Dodge County Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 5:41 p.m.



Ed Benter
Secretary